



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

OFFICE OF HUMAN RESOURCES

January 16, 2009

POSITION TITLE: Administrative Specialist III (Employee Relations Assistant)

POSITION NUMBER: 039380

SALARY: State Salary Grade 12
Annual Salary Range: \$32,091-\$46,055

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position reporting to the Chief of Employee Relations responsible for providing support assistance to employees regarding health benefits, retirement and supplemental retirement, worker's compensation, training, and other employer services.

DUTIES AND RESPONSIBILITIES: Provides assistance and support for daily activities to ensure compliance with personnel laws, answers inquiries regarding procedure for action for regulations and policies; Worker's Compensation, Drug Testing, Probationary Evaluation, Performance Evaluation Program (PEP) and Unemployment Insurance; assists employees in the areas of health benefits, State Retirement and Pension and the Maryland Supplemental Retirement Program; conducts assigned section of new employee orientation; assists with planning and presenting annual employee service award ceremony; coordinates employee wellness (i.e. flu shots) and other employee services (i.e. Maryland State Retirement Plan (MSRP) and State Employees Credit union (SECU) activities; entry of timesheets into Oracle time entry system; creates drafts and proofreads documents and correspondence; completes other administrative projects as assigned that include, the creation of PowerPoint presentations, spreadsheets and databases.

MINIMUM QUALIFICATIONS: **Education:** Completion of 60 credit hours at an accredited college or university.

Experience: Two years of experience providing administrative support in a professional work environment; human resources environment is preferred.

Notes:

1. Applicants may substitute a Bachelor's degree from an accredited college or university for the required education and experience.

2. Applicants may substitute experience as defined above for the required education at the rate of one year experience for 30 credit hours of education, for up to 60 credit hours of the required education.

ESSENTIAL REQUIREMENTS: Knowledge of theories, principles, and practices associated with human resources management and office management; knowledge of standard business English and grammar proficiency; Knowledge of Microsoft Word, Access, Excel, Power point, and Outlook; ability to manage and coordinate multiple tasks and exercise sound judgment; skill in time management and personal organization; ability to prioritize and respond to inquiries and correspondence; skill in preparing detailed and accurate documentation; skill in proofreading effectively; ability to follow instructions; ability to communicate effectively and establish and maintain effective working relationships in a team environment.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

**PROCEDURE FOR
APPLICATION:**

Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position **Administrative Specialist III, Employee Relations Assistant**. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position and clearly specify the systems and computer languages in which you completed coursework or have experience. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources at the address on the Position Announcement or faxed to 410.333.8950 and should be received by January 30, 2009. For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333. 3045, or visit our website at www.marylandpublicschools.org.

All applications must be received by the Closing Date. Appropriate accommodations for individuals with disabilities are available upon request.

**CONDITIONS OF
EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. The selected applicant must consent to a criminal background investigation as a required security procedure for all employees who have access to data systems. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

January 30, 2009